

**NEW YORK STATE DEPARTMENT OF STATE - DIVISION OF LICENSING SERVICES
BARBER PRACTICAL EXAMINATION INFORMATION**

Address: NYS Department of State, Division of Licensing Services, 80 South Swan Street, PO Box 22001, Albany, NY 12201-2001

PRACTICAL EXAMINATION SCHEDULING

Upon approval of your barber license application, you are automatically scheduled for a practical examination. We make every effort to accommodate you at the examination site that you selected on your original application. You must appear for your scheduled examination at the place, date, and time indicated on your admission notice. Late arrivals will not be admitted to the examination and will automatically be sent an application to reapply for another examination date. A \$20 fee must accompany this application upon submission.

ADMITTANCE TO THE PRACTICAL

For admittance to this examination you **MUST** bring the following items:

Admission Notice (w/attached photograph)

The enclosed notice admits you to the barber practical examination. Remember to attach a passport size photograph to the admission notice and bring it with you to your examination.

*NOTE: If you should misplace your admission notice, you **MUST** contact the practical examination unit at (518) 473-2740 for further instructions, as you will still be expected to attend your scheduled examination.*

Examination Fee

There is a \$15 fee for this examination. You may pay this fee by check or money order made payable to the **NYS Department of State**, or credit card (VISA and MasterCard are the only cards accepted). Cash will **NOT** be accepted.

Photo Identification

You must bring a current, valid government-issued form of identification such as a driver's license or passport, containing your photograph.

PREPARING FOR YOUR PRACTICAL

You should arrive for your examination with appropriate attire for providing barbering services. Concerning appearance and professionalism, you will be expected to conform to the following regulations:

- 1) A clean barber jacket must be worn.
- 2) Closed-toe and closed-heel shoes that cover top of foot (no canvas).
- 3) Cell phone use is **NOT** permitted.
- 4) Hands washed with soap and water prior to your arrival.

You must bring your own examination supplies and implements as outlined on the supply list. Failure to provide any of the necessary supplies and implements may preclude you from being allowed to perform some of the examination procedures. Additionally, you will demonstrate your proficiency of the examination procedures on a live model. You must bring a model that meets the requirements specified on the supply list or you will not be allowed to take this examination.

PRACTICAL EXAMINATION PROCEDURES

The barber practical examination consists of a series of tasks that you must perform within an allotted time frame for each procedure. You will be required to demonstrate the following procedures within the specified time:

Professional Appearance, Preparation of Work Area & Client Preparation (10 minutes)

Hair Cutting Techniques (30 minutes)

Shampooing Techniques (5 minutes)

Shaving - Facial Hair (15 minutes)

Facial Massage (10 minutes)

Clean Up of Work Area (5 minutes)

Examination procedure tasks and visual aids are available on our website at www.dos.state.ny.us. The barber practical will take approximately 1 ½ hours to complete from check-in to dismissal. Safety and infection control procedures must be adhered to during the entire examination. You must achieve a score of 70 percent to pass this examination.

EXAMINATION RESULTS

You will receive your examination results in the mail approximately 3-4 weeks after your examination date. Results will not be given at the examination or over the telephone. If you pass the practical examination, you will automatically receive your New York State Barber License in the mail. If you fail the practical examination, you will receive a failed notice in the mail and will automatically be rescheduled for another practical examination. You may not appeal your examination results.

REQUESTING AN ANALYSIS

If you receive a failed notice, you may request an analysis of your practical examination. An analysis is a report or breakdown of your practical examination scores to assist you in identifying your strengths and weaknesses. You must request an analysis in writing within 60 days of your examination date. We will not provide analyses to individuals who have achieved a passing mark on the practical examination.

CONTACT INFORMATION

You may contact the Department of State's Practical Examination Unit by calling (518) 473-2740 or, for general information, the Division of Licensing Services at (518) 474-4429. Please feel free to visit our website at www.dos.state.ny.us for further licensing information. In the event of inclement weather, please contact us to determine if your exam will be given.